



Program Review Committee Minutes

Date 04/03/2019 Start Time 2:00 PM Adjournment Time 2:53 PM Location ULIB 640
 Type of Meeting Regular Special

CHAIR	Allison Thompson
SECRETARY	Kim Theodos
ATTENDEES	Ron Hill; Kim Theodos; Ken Leppert, Michelle McEacharn, Lon Smith, Kenna Veronee, Tibb Jacobs, Allison Thompson
ABSENT (EXCUSED)	J. Perodeau, J. Cordova, M. James

Agenda

GENERAL ANNOUNCEMENTS	
Review of Minutes from meeting 9/12/18. A few grammatical adjustments were recommended. With those adjustments noted, Kim Theodos made a motion to approve the minutes as corrected, Ken Leppert seconded. Motion approved unanimously.	
DISCUSSION TOPICS	
<p>Discussion involving Rubric Criteria #2. The Chair received feedback from various individuals regarding the applicability of Criteria 2 to some programs. A suggestion was made to add an option for reviewers to assign a "not applicable" rating in lieu of "beginning" in cases that warranted such a rating. Justification for this suggestion was that 12 of the 14 programs in this review cycle offer no general education courses due to the nature of their curriculum and authors of the reports were concerned about the negative connotation associated with the "beginning" rating which would be assigned in Criteria 2. Committee members discussed the possible repercussions of allowing the report writers to self report that a category did not apply, however members were open to the idea of allowing only reviewers to assign a Not Applicable rating for only criteria 2 and only if they felt it truly did not apply. Committee members would still want the report writers to fully respond to the category and mention any potential collaborations or strategies that may change their future plans for offering courses for general education. The chair indicated she would send an email to all voting members with a draft footnote, which could potentially be added to the rubric to allow the reviewer to assign a Not Applicable rating in the circumstance mentioned above. She requests all committee members respond to that email with their vote to approve, amend or oppose.</p> <p>A brief discussion about the Interim VPAA's financial review of programs was held. Notably, the committee mentioned the implication of the financial review of programs on this committee's role and process. Nothing officially has changed regarding this committee's charge and, given the interim nature of the current leadership, the chair suggested that we continue to conduct business as usual until we hear otherwise.</p> <p>The chair identified that some revisions may be needed to the Program Improvement Plan Form as we continue to attempt to streamline the process and better align the outcomes with the review process and the rubric.</p> <p>Program review assignments and instructions for conducting reviews were discussed. All forms and assignments can be found in the Program Review Moodle page. Due to Spring Break and the end of Spring Semester approaching, the chair requested that all individual reviews are completed by April 30 and all composite reviews are completed by May 14. If any committee members are not able to meet those dates, please contact the chair for accommodations. All reviews should be sent electronically to the chair.</p> <p>Kim Theodos made a motion to adjourn. Michelle McEacharn Seconded.</p>	
CONCLUSIONS	
An email was sent to all committee members on 4/4/19 providing a draft footnote for the Program Review Rubric regarding Criteria 2 as discussed in the meeting. Review of the proposed footnote and an email vote was requested by the Chair. 7	

members voted to approve the footnote language as provided by the Chair, 2 members suggested revisions to the footnote language, 1 member did not respond and the Chair abstained. By majority vote, the following footnote language was approved and will be added to the Program Review Rubric.

"When the report narrative for Criteria 2 makes clear that the program bears no expectations for contribution to general education requirements nor support for other programs, whether curricular or contractual, the evaluator may determine that Criteria 2 is not applicable to the program in lieu of assigning a "Beginning" rubric rating. This determination is only to be made by the members of the Program Review Committee assigned to evaluate the report".

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the Program Review Rubric with approved footnote language related to Criteria 2.	Allison Thompson	Next Meeting

Approved by committee/council chair Yes on 2/10/2020